

Model Community Guidelines Newspaper

1. Practice waste reduction, reuse and recycling:
 - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
 - Purchase supplies in bulk where possible and consistent with inventory turnover
 - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
 - Practice double-sided photocopying
 - Use at least 40% recycled content newsprint
 - Use nontoxic or least toxic ink
 - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
 - Reuse scrap paper (e.g. Make into note pads)
 - Recycle toner cartridges for copy machine or printer
 - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
 - Encourage employees to share magazines and newspaper subscriptions
 - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
2. Promote waste reduction and recycling in the community:
 - Publish a column for announcements of community recycling meetings or educational opportunities
 - Publish a column on general tips on waste reduction and recycling
 - Feature nearby communities each week and highlight recycling and waste reduction activities in that community
 - Minimize use and seek out alternatives to toxins (such as cleaners)